



**KEREM SCHOOL
(Including Kerem Early Years Unit)**

Missing Child Policy

This policy should be read in conjunction with KCSIE 2016 and Children Missing in Education 2016.

Kerem School takes the welfare and safeguarding of all pupils very seriously and will follow guidance to ensure that children who are missing education are followed up using the necessary procedures.

'A child missing from school is a potential indicator of abuse or neglect' (KCSIE September 2016) It is essential that staff are alert to potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation (FGM), Honour Based Violence (HBV) and Forced Marriage.

- This policy deals with children who miss schooling due to repeated or unexplained absence, or by leaving the school unexpectedly, particularly on repeat occasions. It also covers those children who leave the school without clear indications of where they will be continuing their education.
- This policy should be read alongside the school's Child Protection and Safeguarding.
- The policy has regard to the DfE guidance: Keeping Children Safe in Education (September 2016), the PREVENT legislation (July 2015), Children Missing Education (September 2016) and the Multi Agency Statutory guidelines on FGM.
- A child 'missing from education' is considered to be a child who:
 1. Has a repeated pattern of absence
 2. Has unexplained absences
 3. Has lengthy bouts of absence
 4. Has left the school without providing details of their future educational establishment

In these instances the school's Designated Safeguarding Officer (DSO), Avital Fisher, should be consulted and, if appropriate, a Child Protection Incident/Welfare Concern Form should be completed. The School's DSO will then follow the procedure detailed in the school's Child Protection and Safeguarding Policy.

- The school will monitor attendance closely and address poor or irregular attendance.

- Detailed records will be kept of any concerns and in case of serious concern, the DSO will contact the Local Authority Duty and Assessment Team within 24 hours.
- If a pupil leaves the school without clear indication of a receiving school, the school will contact the Barnet Children's Services Missing Education Team to advise them of the situation and to start their tracking procedures. In case of serious concern the DSO will contact the Duty and Assessment Team, in line with the Safeguarding Policy and Procedures, for further advice.

The school will inform the local authority of any pupil who is going to be deleted from register where they:

1. Have been taken out of school by their parents and are being educated outside the school system e.g. home schooled
 2. Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.
 3. Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory age, and neither he/she nor his/her parent has indicated the intention to continue to attend school after ceasing to be of compulsory age.
 4. Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period, or;
 5. Have been permanently excluded.
- The school will also inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

Daily School Registers

- The school will carry out daily registration. The morning class register is taken no later than 9:00am. It is the responsibility of the teacher supervising the class to ensure that the register is taken and the save button pressed. The register is taken on the I pads using SIMS The codes designated by SIMS should be used to explain absences. All registers are placed in the office by 9:15am.(EYU and Main School)
- In the afternoon, it is the responsibility of the teacher supervising the class to ensure that the register is taken. The standard codes set by SIMS should be used to explain absences. All registers must be 'saved' by 1.30pm (EYU) 2.00pm (Main School).
- Any child arriving after that is deemed late and must be signed in the 'late book' by their parent or guardian. The on-line register will be adjusted accordingly by the office staff.
- At 9:30 am, any unexplained absences will be investigated by office staff by talking to teachers, checking e mails or ringing parents.
- On a Sports/Gym day, a special Gym register must be taken. In addition, if the class is out of school at the time the register is taken, it must be taken at the Gym and saved upon re-entry to the school building.

- In the event of the internet not working, teachers will be issued a paper register to take. The information will then be transferred to the online register once the system is working again.

School Admissions register

- The school will notify the local authority when they are about to remove a pupil's name from the school admission register
- The school will notify the local authority within **five days** of adding a pupil's name to the admission register at a non-standard transition point.
- If a pupil fails to attend on the admission date agreed, the school will make reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.
- Where a parent notifies the school that a pupil will live at another address, the school record the information in the admissions register.
- Where a parent notifies the school that the pupil is registered at another school or will be attending another school in the future, the school will record the name of the new school and the start date.

This policy will be reviewed annually or in the light of new legislation

Reviewed January 2018. Next Review January 2019